

## **NORFOLK, VIRGINIA**

### **JUVENILE DETENTION ALTERNATIVES INITIATIVE**

#### **JDAI**

#### **JDAI COORDINATOR**

#### **JOB DUTIES AND RESPONSIBILITIES**

- 1) Coordinate regular meetings of the JDAI Collaborative, including the Steering Committee and five Sub-committees. Duties include agenda planning, assisting the Chair with running the meeting and minutes.**
- 2) Meet, as necessary, with various parties and key stakeholders on an individual or small group basis for purpose of achieving the goals of JDAI.**
- 3) Develop, analyze and distribute data related to detention and detention alternative programs.**
- 4) Prepare, for review and endorsement, by the JDAI Steering Committee, various written documents, procedures and agreements, as well as formal position statements and short and long term action plans.**
- 5) Prepare and distribute monthly JDAI Newsletter, summarizing recent JDAI related issues, policy/procedure changes and significant data developments.**
- 6) Develop and conduct training for court staff and members of the JDAI Collaborative related to JDAI philosophy and activities.**
- 7) Represent Norfolk JDAI at meetings with other state level groups and at national meetings relevant to the JDAI project.**
- 8) Prepare periodic reports describing JDAI activities for submission to judges, Dept. of Juvenile Justice and local groups.**
- 9) Coordinate technical assistance visits by Annie E. Casey Foundation staff and others by scheduling and participating in meetings and providing necessary materials to assist technical assistance providers.**
- 10) Gather and share information from other JDAI sites that may be relevant and of value to the Norfolk JDAI effort.**

- 11) Make presentations regarding JDAI to community groups and professional organizations.**
- 12) Assess the success and impact of JDAI related policies, procedures and practices.**